

NAVMARCORESCEN SAN DIEGO INSTRUCTION 5330.1A

Subj: SCHEDULE AND POLICY OF WORKING HOURS

1. Purpose. To establish the standard working hours for Naval and Marine Corps Reserve Center, San Diego (RESCEN) full time support personnel.

2. Cancellation. NAVMARCORESCENS DIEGO INST 5330.1.

3. Discussion

a. RESCEN, San Diego's staff schedule of working hours are as follows:

(1) Tuesdays and Thursdays:

	0730-1600
Lunch	1130-1230 or
	1130-1300 (if involved in
	Physical Fitness Training)

(2) Wednesdays and Fridays:

	0730-1600
	0730-0900 (Command Physical
	Fitness Training)
Lunch	1130-1230

(3) Wednesdays prior to drill weekend:

	0730-1600 (Full staff)
Lunch	1130-1230
	1600-1800 (Minimal staff)

(4) Saturday and Sunday:

(drill weekends)	0715-1700
Lunch	1130-1230

b. Lunch period, Command Physical Fitness Training and Wednesdays prior to drill weekend. Each department will be covered by at least one person during the lunch hour, Physical Fitness Training and Wednesdays prior to drill weekend. Unit Commanding Officers should advise their personnel that if they wish to come in between 1130 and 1300 any day, Wednesdays and Fridays between 0730 and 0900, and Wednesdays prior to drill

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weekends between 1600 and 1800, they should call ahead and make sure that someone who can answer their questions or take care of the specific requirement will be available.

c. Mondays. The Reserve Center will be manned by the Staff Duty Officer (SDO) from 0700-1630 on Mondays. This is a non-workday for the staff, therefore, departments will not be manned and only limited emergency type business can be conducted. Unit personnel who normally drill at the Reserve Center will not be allowed to drill on Mondays due to it being a non-workday.

d. National Holidays. The Center will be closed on National Holidays. Both the SDO and Command Duty Officer (CDO) are on call, available via pager.

e. USMC/MIUWU Drill Weekends. On Friday nights prior to USMC/MIUWU drills, the SDO will secure the Reserve Center spaces (Admin, Training, second deck spaces except room 135 (MIUWU 106 space) and building 1305 at 1700. The SDO will notify the USMC/MIUWU(s) SDO and secure. There will be a face to face turnover between the RESCEN San Diego SDO and USMC/MIUWU SDOs to ensure that they understand the responsibility for securing the entire building and main entry gate prior to departing.

4. The working hours/days stated herein are the minimum. Extra time may be required, at the discretion of the Commanding Officer and as dictated by unforeseen events. Special liberty/leave will not normally be granted during scheduled drill weekends.

5. Action. All Department Heads and Unit Commanding Officers will ensure widest dissemination of this schedule.

C. M. POTTENGER

Distribution:

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